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Approved For Release 2005/01/10 : CIA-RDP83M00171R000100080012-6

DCI/ICS-81-2997
November 10, 1981

MEMORANDUM FOR: [] O/A&E
FROM: []
Chief, Admin Staff, ICS
SUBJECT: Conference []

1. As you have requested, we have scheduled a conference at the [] for 14-15 December 1981. Your conference has been assigned to the [] facility.

2. In order to provide the necessary support, this office must submitted a memo to the Chief, Administration Division, OTE at least three weeks before the conference. Therefore, we are asking you to submit to this office the following information by 16 November 1981:

- a. Component
- b. Conference coordinator:
Name and extension
- c. Contact officer:
Name and extension
- d. Full names of all attendees
- e. Arrival and departure times []
- f. Mode of travel
- g. If any in your group will be driving,
list the driver's name, the year and make of
the car, car license number and state of
registration
- h. Special guests:
Name and title
Date and time of arrival and departure
- i. Special requirements such as computer
support, projectors, viewgraphs, and logistical
support
- j. For budgetary purposes, your office FAN
account number

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3. Attendance at conference by non-Agency guests must have the written approval of the Director of Training and Education at least 15 working days preceding the conference. For non-Agency participants, you must include the organization they represent and indicate whether or not they have previously visited the

25X1 [] Please remember that all non-Agency visitors must have a TOP SECRET clearance.

25X1 4. The members of your party should be informed that the [] Student Recreation Building is off-limits at all times to persons attending conferences. Exceptions must be approved in advance by the Chief, []

25X1 5. If any of your group will be flying [] flight requirements will be coordinated with OTE Logistics through this office.

6. The Admin Staff will be coordinating the details of your conference arrangements. We hope your conference will be a success and we will do our part to assist you in any way we can. If you have any questions concerning your conference arrangements, please call [] on extension [].

25X1 []
Chief, Administrative Staff, ICS

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AGENDA

INTELLIGENCE COMMUNITY STAFF/
OFFICE OF ASSESSMENT AND EVALUATION (ICS/OA&E)



ELINT EXPLOITATION PLANNING CONFERENCE



14-15 December 1981

25X1

DAY 1:

1000 Conference Administrative Information from  EO/OA&E
1015 Briefing on Facilities
1045 Welcome from  Director/OA&E
1100 Terms of Reference Study and Working Group
1200 Lunch
1300 Planning Input: Collection Changes in the 1980s
1500 Break
1515 Planning Input: Environmental Changes Expected in the 1980s
1615 Overview of Questions About Exploitation Center Planning
for the 1980s
1700 Dinner
1900 Feedback from Exploitation Centers on Adequacy of Planning
Documents and Questions

25X1

DAY 2:

0630 Breakfast
0800 Discussion Groups, 7 30-minute sessions, 5 minutes
between sessions
1200 Lunch
1300 Review of Revised Planning Documents and Question Materials
1430 Closing Remarks

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